

DDA 83-1938

2 August 1983

MEMORANDUM FOR: Director of Personnel

O & M

FROM: Harry E. Fitzwater
Deputy Director for Administration

T-6

SUBJECT: Proposed Study of Alternative Working Hours

1. As you are aware, one of the key constraints on the new building program is the limited capacity of the local highways. To accommodate the increased vehicular traffic associated with the planned expansion, we have agreed to pursue a principle called traffic management that will make it possible to accommodate more vehicles without the necessity for drastic expansion of local roads. One aspect of this approach requires the Agency to modify working hours in a way that will place a significant percentage of the Headquarters employees on the road during other than the local peak traffic hours, namely 7:30 to 8:30 a.m.

2. The development of alternative strategies for implementing this shift in Agency work habits could normally be delayed for another year. However, due to the community concerns raised over our ability and commitment to implement necessary changes, it is felt that now is the time to begin addressing the problem.

3. It is requested that your Office undertake a study of alternative Agency work hours to identify those that promise to meet our traffic management requirements without unduly impacting on the operational effectiveness of the Headquarters organization. Attached is an analysis contained in our Master Plan that may serve as a useful "strawman" or point of departure for the study. The model presumes that 50 percent of the Headquarters work force could be brought in before 7:30 a.m. How this would be implemented organizationally has not been addressed and is a major issue that we would like your office to address.

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4. Members of the New Building Project Office and the Logistics Services Division of the Office of Logistics will be available to assist your representatives. [] will act as the DDA focal point for further action and information as required.

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LS/ JAMES H. McDonald
Harry E. Fitzwater
Deputy Director
for
Administration

Attachment

OL/NBPO [] (1 Aug 83)

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